

Lancaster County Election Commissioner

Instructions for Safety/Sanitation at the Polling Location on Election Day

Each precinct will be provided the following:

3 Containers of hand sanitizer	Gloves (Poll Workers)
1 container of disinfectant wipes	Masks (Poll Workers)
1 container of disinfectant spray	Face Shields (Poll Workers)
2 rolls of paper towels	Cloth Masks for Voters

- If your polling location is located in an interior room within the building, please keep the door to the room propped open to minimize multiple touches on the door handles.
- Each precinct will be provided with an additional roll of blue painters tape. Where a waiting line would form, please place several lines (at least 5-7) six feet apart on the floor using the Blue Painter's Tape to maintain social distancing.
- Poll workers must wear the masks and gloves provided and encouraged to wear the face shields.
- Restrooms should only be used by the poll workers or staff of the facility.
- Each voter must be offered a cloth mask and must use hand sanitizer before checking-in/signing-in with the clerk.
- Instead of having the clerk print the voter's name in the sign-in register, have the voter print their name and then sign the register and print their address. (Please Note: This is a change from our normal instructions. Normally, the clerk prints the voter's name.)
- If possible have two tables one for the clerk(s) and another for the judge(s). Do your best to maintain social distancing of six feet.
- Each voter will be provided with a new black ink pen. The voter is to use the black ink pen to sign-in and to mark their ballot. The voter can either dispose of the pen or take it with them. Please have a garbage can or garbage bag to dispose of the pens. Once a voter has used a pen, that pen cannot be reused.
- Place the voting booths six feet apart. You will be issued three voting booths. Also, set up at least one table for a voter to sit if needed. If setting up more than one table, place the tables six feet apart. If space at the polling site is not sufficient to set up three booths apart, then only put one or two.
- Ballot Sleeves. Designate a spot for used ballot sleeves. Wait to clean sleeves until all but one has been used. This way multiple sleeves can be cleaned with one wipe. Wipes ten to dry out quickly.
- In order to avoid any additional contact with the voter, we will not be providing "I Voted Today" Stickers to voters.
- Wipe down the voting booth with a disinfectant wipe or disinfectant spray after each voter has completed voting. When using the disinfectant spray, spray the surface, let the spray set for 30 seconds, then wipe the surface with the paper towels.
- Wipe down the ExpressVote after each use with disinfectant wipes.
- Wipe down door handles every hour.
- If dealing with a Provisional Voter, provide instructions from a distance of at least six feet and have the voter complete all of the paperwork and then issue the voter a ballot. You could have 5-10 of Election Board paperwork portion pre-completed so the only voter would have to touch the application and envelope.